

ADSD Reporting Updates – October 2020

This information will be posted on a new ADSD web page no later than October 20th: Subrecipient Reporting Instructions, <http://adsd.nv.gov/Programs/Grant/Reporting/Instructions>. This web page will **replace** the existing PDF subrecipient reporting schedule.

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QUARTERLY REPORT

ADSD is releasing a Subrecipient Quarterly Report to collect Program Income amounts for each subaward, as well as progress on activities related to the Goals and Objectives of subawards, impact statements and success stories.

1. Link to online report: [ADSD Subawards - Quarterly Report](#)
 - a. Results are sent directly to ADSD. If you need a copy of the submission for your records, we suggest taking screenshots as you move through the form.
2. This report is required for **all subawards** on a quarterly basis, with the **exception** of standard (non-COVID-related) subawards that exclusively funded capital equipment, fiscal agent services, or Nutrition Services Incentives Program (NSIP). ADSD may determine other types of subawards to be exempt and will provide written notification to affected subrecipients.
 - a. Please note: This quarterly report template **also applies to** subawards issued for emergency **COVID**-related services. See *Instructions for Reporting Activities Related to COVID-19* (page 2) for additional information.
3. **The Quarterly Report for July – September 2020 is due by close of business on 11/16/2020.**
4. Going forward, the due date is 15 days after the end of the quarter.
5. Certain types of services may have additional reporting, such as mileage reporting for transportation programs or service-specific reporting that is not collected by other means.
 - a. ADSD will add links to these reports on the new reporting instructions web page once reporting templates are finalized.

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INSTRUCTIONS FOR REPORTING ACTIVITIES RELATED TO COVID-19

This applies to programs that had to **alter regular service delivery** due to the COVID-19 pandemic, as well as programs that received ADSD funding for **emergency, COVID-related activities**.

1. Reporting activities using the [ADSD Subawards - Quarterly Report](#) (from page 1):
 - a. While submitting the Quarterly Report for your subawards, you will have an opportunity to describe the COVID-related activities performed under each subaward that you were unable to report through other means, such as SAMS or another report/reporting system.
 - i. If your ADSD Notice of Subaward (NOSA) **contained** Goals and Objectives, you may include COVID-related activities in the Goals and Objectives section of the Quarterly Report.
 - ii. If your NOSA **did not contain** Goals and Objectives (G&O), or if your COVID **activities do not fit** with any of the G&O in the NOSA, you will include an update on COVID activities and outcomes for the subaward on the final page of the Quarterly Report (in the Miscellaneous section).
 - iii. In addition to the Quarterly Reporting deadlines on page 1, ADSD requires a quarterly report to document COVID-related activities from **March through June**, as applicable to your agency.
 1. When completing the report, choose April-June as the Quarter. If you have activities from March to report, you may include them in your activity narrative for April-June.
 2. The Quarterly Report for subawards that had COVID activities in March through June is also **due by close of business on 11/16/2020**.

[Next: Reporting COVID-19 services in SAMS]

If your subaward activities are not typically reported in SAMS, please contact your Grants and Projects Specialist (GPS) or Program Specialist for guidance, as necessary.

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2. Reporting COVID-19 services in **SAMS**:

- a. In **SAMS, altered or emergency services** related to COVID-19 will be entered using a **Site of “COVID”** to differentiate such services from *regular* services that were funded before the pandemic, or continued, unaltered.
- b. You may use a **Roster** to enter services. See online file “SAMS COVID Reporting – Roster Creation with COVID site” for **instructions and reporting examples** at <http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/Reporting/SAMS-COVIDReporting-RosterCreationwithCOVIDsite.pdf>.
 - i. If you prefer to enter services directly in clients’ files and have COVID-related services to report, you will choose COVID as the Site when you are entering a Service Delivery.
 - ii. If you need to report an altered service that is **not in your list** of available services in SAMS, we can have it added. Please contact your GPS.
 - iii. **If you do not have specific information on clients served**, please contact your GPS to discuss using a SAMS Consumer Group for anonymous COVID-related services.
 - iv. **Meal providers who provide drive-up services**: Instructions for reporting **anonymous** meals **have been updated** and are available at <http://adsd.nv.gov/uploadedFiles/adsdnvgov/content/Programs/Grant/Reporting/COVIDDrive-upMeals-ConsumerGroup.pdf>.
- c. Report COVID-related services **beginning March 13, 2020**. If you need assistance cleaning up data, please contact your GPS.
- d. **Data must be current no later than 12/31/2020.**
- e. ADSD will notify partners when COVID activities no longer need to be tracked separately.

DEADLINES – SUMMARY

- Quarterly Report for March – June 2020 (only subawards that had COVID-related activities): Due 11/16/2020
- Quarterly Report for July – September 2020 (all subawards, unless exempt): Due 11/16/2020
- Quarterly Report going forward (all subawards, unless exempt): no later than 15 days after the end of the quarter
- COVID reporting in SAMS, as applicable (March 13th and on): Data must be current by 12/31/2020